

CONTINUING EDUCATION INFORMATION

WAC 284-17-210 thru 320 requires each resident insurance agent, solicitor or broker who sells Life, Disability, Property, or Casualty insurance to complete thirty two credit hours of approved continuing education biennially, as a prerequisite to license renewal. Each licensee is responsible for obtaining the required credit hours. Each licensee, and each provider of an approved course, is responsible for maintaining documentation of completion of any approved course. Effective 01/01/06 the required hours of continuing education for renewal will be reduced from 32 hours to 24 hours. Additionally, three hours of the 24 hours must be ethics hours. Effective 01/01/07, each resident insurance agent or solicitor who holds a Vehicle only license must complete the required 24 hours of continuing education for renewal.

WAC 284-17-278 requires all courses be approved prior to the beginning of study in order to be applied toward the satisfaction of the continuing education requirement. Successful completion of an attendance course is measured by being present for the full approved time, and signing in and out on the attendance register. Successful completion of a correspondence course is measured by reading the approved study materials, and passing a final exam by 70% or better.

WAC 284-17-228 requires that the provider limits the number of self study course hours completed to eight within a single twenty-four hour period. Thus if someone orders a 16 hour course, it must be completed no sooner than the second day from purchase. To facilitate the tracking and auditing, we have created two Continuing Education Certificates; one for a Self-Study course and one for a Lecture course. The Self-Study Certificate includes the purchase date and the completion date. Additionally, the Self-Study and Lecture Certificates have a section where Ethics content hours must be identified.

****FEES ARE NOT REQUIRED FOR PROVIDER AND/OR COURSE APPROVAL****

The following topics are not eligible for continuing education credit and approval”

- a) pre-license training
- b) motivation or psychology
- c) prospecting, sales, marketing techniques
- d) automation, computer applications, Internet training
- e) recruiting
- f) management
- g) any product not available for sale to Washington consumers

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To assist the WA OIC to make an evaluation of the submission, please consider the following:

1. Allow sufficient time for course review, request for approval should be submitted at minimum of 20 days prior to the date of presentation. A single copy of the request is sufficient.
2. Identify the first date on the Request for Course Approval Form. Notification of subsequent dates is required 10 days prior to presentation.
3. If course submission is sent via fax, do not mail an original.
4. For a classroom/lecture course, include an outline showing time and topic. Power Point prints are not acceptable.
5. For a self study course, submit printed material (screen prints or printed material required for reviewing video, CBT and internet courses), sample exam and procedures. Do not send tapes, disks, or videos.
6. Issue the Washington approved completion certificate completed in its entirety to the student within fifteen days of the completion of the course.
7. For classroom/lecture courses, submit a copy of the attendance roster within 15 days of course completion
8. For self study courses, submit a self study course completion roster on a monthly basis.
9. A course renewal notice will be mailed prior to the expiration date of each course. Return the renewal notice indicating if you wish to renew or cancel the course.

Any questions regarding continuing education should be addressed to:

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